

Co-op Academy Portland

Privacy Notice (How we use Pupil Information)

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Medical information
- Special educational needs information
- Exclusions/behavioural information

Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

The lawful basis on which we use this information

We collect and use pupil information under

- Article 6 and Article 9 of General Data Protection Regulation
- Data collection Census purposes - Education Act 1996. This information can be found in the census guide documents on the following website
- <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, and the school has a legal basis to collect it, some pupil information is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation (GDPR), the school will inform you whether you are required to provide certain pupil information or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data is being used.

Retaining and Disposing of pupil data

Personal data relating to pupils and their families is stored in line with the school's Data Protection Policy. We retain and dispose of records in accordance with our records retention and destruction policy.

Who we share pupil information with

We are required to share pupils' data with the DfE on a statutory basis. We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE) (Statutory)
- School Nurse, NHS.
- The National Pupil Database (NPD)

Why we share pupil information

We do not share information about our pupils with anyone without consent, unless there is a legal basis to do. Examples of legal basis for sharing information are given below.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that the school holds. To make a request for your personal information, or be given access to your child's educational record, contact the academy's GDPR Ambassador Corrina Lear or our Data Protection Officer Ian Parrett via Sentry Limited.

Individuals' Rights

GDPR gives individuals the following rights:-

- The right to be informed – Individuals have the right to be informed about the collection and use of their personal data.
- The right of access - Individuals will have the right to obtain:
 - confirmation that their data is being processed;
 - access to their personal data; and
 - other supplementary information
- The right to rectification - Individuals have the right to have inaccurate personal data rectified.
- The right to erasure - individuals can request to have personal data erased, also known as the right to be forgotten'. Individuals can make a request for erasure verbally or in writing and we have a month to respond. The right is **not absolute** and only applies in certain circumstances.
- The right to restrict processing - Individuals have the right to request the restriction or suppression of their personal data. This is **not an absolute** right and only applies in certain circumstances
- The right to data portability - Individuals can obtain and reuse their personal data for their own purposes across different services. This right only applies to information an individual has provided to a controller.
- The right to object – to processing including direct marketing (including profiling); and processing for purposes of scientific/historical research and statistics
- Rights in relation to automated decision making and profiling – you can object to decision making based solely on automated means without any human involvement.

Who to contact

The academy has the responsibility to ensure that your personal data is protected. In this capacity it is called the data controller. All members of staff work for the data controller.

We recommend that you contact the academy's GDPR Ambassador :

Corrina Lear

c.lear@portland.wirral.sch.uk

0151 652 5124

Co-op Academy Portland, Laird Street, Birkenhead, Wirral, CH42 0AB

Academies are also required to have someone called a Data Protection Officer or DPO. The DPO advises the academy about issues to do with data protection, but can also help you, if you have a problem.

Our Data Protection Officer is

Ian Parrett

ian.parrett@gdprsentry.com

0113 8042035

GDPR Sentry Limited, 4 Highcliffe Court Greenfold Lane, Wetherby Leeds, West Yorkshire, LS22 6RG.

If you have any questions about this privacy notice please contact the GDPR Ambassador or the Data Protection Officer.